



JOB VACANCY

LNT & PARTNERS is a leading full-service independent local law firm based in Vietnam with offices in Ho Chi Minh City and Hanoi. The firm is among Vietnam's most prominent, representing a wide range of multinational and domestic clients, including Fortune Global 500 companies as well as well-known Vietnamese listed companies on a variety of business and investment matters.

LNT & Partners is now in need of qualified candidates for the following vacancies in Ho Chi Minh City's Office located at Bitexco Financial Tower, No.2 Hai Trieu, District 1, 21st and 18th Floor:

Business Development & Marketing Executive

Responsibilities:

You will be a Business Development & Marketing Staff in Ho Chi Minh City, who will be responsible for all of works related to business development, marketing and communication of the firm, including but not limited to:

1. Business Development

- Overall management and support of the firm's communication, marketing and BD activities;
- Proactively providing strategic input and support to Partners in relation to grow profitable business by:
 - o Identifying and assist in the conversion of cross selling opportunities, including liaising with lawyers to develop a global view of the firm's business and take advantage of international opportunities;
 - o Running/ organizing client team meetings and tracking follow up actions;
 - o Keeping track of prioritized clients, targets and activities.
- Identifying business development opportunities through daily attention to local and Global business and political trends, new business decisions and changes to the law;
- Networking to create links with potential clients, contacts and industry associations;
- Regional involvement in firm client relationship programs, as required;
- Identifying opportunities to build and enhance firm image in Asia;
- Attending and organizing business, legal seminar, events, networking; and
- Identifying speaking, article authorship and event sponsorship opportunities for Lawyers.

Ho Chi Minh City Head Office

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Blog: VietnamLawInsight.com

2. PR-Marketing:

- Providing guidance on advertising / media proposals;
- Building relationships with relevant industry associations, and journalists;
- Assisting in the firm's projects relating to corporate identity/branding;
- Development and updating content of the firm website, newsletters, blog;
- Manage the firm's Social Media Channels;
- Professionally designing and updating the firm's marketing materials (Brochure, leaflet, banners, etc. if needed)
- Press relations, including supervising the preparation and issue of press releases;
- Assisting with drafting and preparation of local and international pitch/ fee proposals and client presentations (in English), and coordinating the proposal process as required; and
- Providing strategic input (including editing where required) into directory and award submissions.

Requirements:

- Bachelor in Business Administration, Marketing or Business Law;
- At least 1 year of experience in the same role;
- Experience at other law firms or legal industry is preferred;
- Excellent in communication, writing and time management skill;
- Business proficiency in English.

Interested candidates are invited to submit your applications in English and include the relevant information: CVs (including your previous relevant working experience, attached with a 4 x 6 picture), and other documentation.

Applications and relevant documentation must be submitted to the following address no later than 31 March 2017: Ms. Diep Thu Hoa at: thuhua.diep@lntpartners.com

Only qualified candidates will be notified. Disqualified applications will not be returned.

More information is available at the website: <http://lntpartners.com/>